

SAP Field	Function/Description	HRE Field(s)
Personnel Area	All Employees are included in one Personnel Area - State of Utah	Not Applicable
Personnel Sub area	Identify employee's Department - FINET Department Code (44 Departments) Key to applying department specific rules such as the comp/excess additive rates, leave pools and workers comp.	Home Agency
Organization Key	Identify employee's organization within the department. Provides a security control point and includes the Home Department, Home Unit, and Distribution codes (DDD UUUUUDDDD)	Home Agency, Home Org, Home Distribution
Employee Group	<p>Controls pay and benefit processes. Two examples: 1) Employees in group 2 will not accrue annual or sick leave or get holidays. 2) Employees in groups 5 through 8 and T, R, D cannot be paid for anything that occurred later than the effective date of the action that placed them in one of those groups. However, they can still be paid for anything that occurred earlier than the effective date of the LWOP or termination.</p> <p>1 - Active / Leave Accrual / WrkComp / Unemployment / LTD / Life 2 - Active / No Leave Accrual / WrkComp / Unemployment 3 - Active / FT Judges & Elected Officials / No Leave Accrual / WkrComp / LTD /Life 4 - Active / Legislators & Boards / No Leave Accrual / WkrComp 5 - LWOP / Leave Accrual / Emplr Paid Insurance (Not yet available) 6 - LWOP / Leave Accrual / No Emplr Paid Insurance (Not yet available) 7 - LWOP / No Leave Accrual / Emplr Paid Insurance (Not yet available) 8 - LWOP / No Leave Accrual / No Emplr Paid Insurance T - Terminated R - Retired D - Deceased</p> <p>Note: All LWOP Employee Groups must be manually maintained by PEHP to stop the automatic payment of employer paid Insurances.</p>	<p>Employee Status, Pay Rate, Step, Leave Accrual Indicators, Job Id, Insurance Eligible</p> <p>Employee Status = A / Step Not 0 / Leave Accrual = Y Employee Status = A / Rate Not 0 / Leave Accrual = N Employee Status = A / Job Id = See List 1 / Leave Accrual = N Employee Status = A / Job Id = See List 2 / Leave Accrual = N Employee Status = I / Step Not 0 or Rate Not 0 / Leave Accrual = Y / Ins Eligible = Y Employee Status = I / Leave Accrual = Y / Ins Eligible = N Employee Status = I / Step Not 0 or Rate Not 0 / Leave Accrual = N / Ins Eligible = Y Employee Status = I / Step Not 0 or Rate Not 0 / Leave Accrual = N / Ins Eligible = N Employee Status = T & Reason 18 Employee Status = T & Reason 09 Employee Status = T & Reason 08 Job ID List 1 = 09001, 10001, 10003, 10005, 10007 (for Elected Officials) 10838, 10851, 10859, 10855, 10857, and 10861 (for Judges) Job ID List 2 = 10011, 10013, and 10875 (for Legislators & Boards)</p>
Employee Subgroup	<p>Determines which Overtime/Comp time Rules are applied</p> <p>71 - NonExempt / Wkly > 40 OT Paid @ 1.5 72 - NonExempt / QuadWkly > 160 OT Paid @ 1.5 (Prd Hrs: 80/80) 73 - NonExempt / BiWkly > 80 OT Paid @ 1 / > 87 OT Paid @ 1.5 74 - NonExempt / QuadWkly > 171 OT Paid @ 1.5 (Prd Hrs: 91/80) 75 - NonExempt / QuadWkly > 212 OT Paid @ 1.5 (Prd Hrs: 106/106) 76 - NonExempt / BiWkly > 80 OT Paid @ 1.0 (No Comp) 77 - NonExempt / QuadWkly > 160 OT Paid @ 1 / > 171 OT Paid @ 1.5 (Prd Hrs: 80/91) 78 - NonExempt / Daily > 8 OT Paid @ 1.5 (No Comp) (Not Currently Used) 90 - Exempt / BiWkly > 80 Earn Comp @ 1.0 (No OT) 91 - Exempt / All Hours Paid @ 1.0 (No Comp or Excess earned) 92 - Exempt / BiWkly > 80 Earn Comp @ 1.0 & Charge when earned 93 - Exempt / QuadWkly > 160 OT Paid @ 1.0 (Prd Hrs: 80/80)</p>	<p>Work Groups</p> <p>71 - NonExempt / Wkly > 40 OT Paid @ 1.5 72 - NonExempt / QuadWkly > 160 OT Paid @ 1.5 73 - NonExempt / BiWkly > 80 OT Paid @ 1 / > 87 OT Paid @ 1.5 74 - NonExempt / QuadWkly > 171 OT Paid @ 1.5 (Prd Hrs: 91 1st / 80 2nd) 75 - NonExempt / QuadWkly > 212 OT Paid @ 1.5 76 - NonExempt / BiWkly > 80 OT Paid @ 1.0 (No Comp) 77 - NonExempt / QuadWkly > 160 OT Paid @ 1 / > 171 OT Paid @ 1.5 (Prd Hrs: 80/91) 78 - NonExempt / Daily > 8 OT Paid @ 1.5 (No Comp) (Not Currently Used) 90 - Exempt / BiWkly > 80 Earn Comp @ 1.0 (No OT) 91 - Exempt / All Hours Paid @ 1.0 (No Comp or Excess earned) 92 - Exempt / BiWkly > 80 Earn Comp @ 1.0 & Charge When Earned 93 - Exempt / QuadWkly > 160 OT Paid @ 1.0</p>
Position Id	Converted Numeric Position Code	Position ID
Position Name	Official Job Title of Incumbent based on Job ID	Job Title / Job ID
Contract	Determines which retirement contributions to pay	Retirement Code
Exempt Flag	FLSA Status: Exempt/Non-exempt	FLSA Status: Exempt/Non-exempt

SAP Field	Function/Description	HRE Field(s)
	No processing is performed based on this flag. (See Employee Subgroup)	
Time Management Status	Determines whether or not time entry is required for regular hourly pay 1 - Pay according to hours entered 9 - Pay according to hours entered and if no daily hours entered, default daily work hours according to the employees' Work Schedule Rule	Pay Status 1 - Time Card Required 4 - Autopay Hourly
Work Schedule Rule	Specifies the number of hours an employee is scheduled to work each day of the pay period. For example, if an employee has Work Schedule Rule #108, 8 MTWH, 6 F, the system expects them to work 8 hours a day Monday through Thursday and 6 hours on Friday. When an employee is in Time Management Status 9, the system uses the daily schedule to determine the hours to pay when no entry is present for any given day. The system also uses the employee schedule to provide warning messages and enforce leave and attendance rules as time is being entered. Two examples: 1) The amount of leave entered cannot exceed the number of hours the employee is scheduled to work on any given day. 2) A warning message appears whenever the amount of time entered exceeds the employees daily work schedule. There are currently 273 different Work Schedule Rules and more can be added as necessary. The system also allows changes to daily schedules that are only in effect for one pay period.	Work Schedule Code
Subsystem Grouping	Determine treatment of Excess leave balances E0 Excess Limit = 0 pay any Excess time over 0 E4 Excess Limit = 40 pay any Excess time over 40 E9 Excess Limit = 999 pay any Excess time over 999 EH Excess Limit = 80 pay any Excess time over 80 EX Excess Limit = 80 delete any Excess time over 80	Excess Limit 0 40 999 80 800
Access Control Group	Determine treatment of Comp time leave balances C0 Comp Limit = 0 pay any Comp time over 0 C1 Comp Limit = 240 pay any Comp time over 240 C2 Comp Limit = 480 pay any Comp time over 480 C3 Comp Limit = 999 pay any Comp time over 999 CT Comp Limit = 80 pay any Comp time over 80 CX Comp Limit = 80 delete any Comp time over 80	Comp Limit 0 240 480 999 80 800
Additional Indicator	Pay Overtime or Accrue Comp time C = Accrue Comp time T = Pay Overtime	Overtime/Comp Code Comp time Overtime
Pay Scale Type Wage Type - 1000 Wage Type - 1000 Wage Type - 1001 Wage Type - 1001	Identifies the pay scale and method used to calculate pay: S1 - Tabled Hourly Pay Rates of Regular Employees S2 - Tabled Hourly Pay Rates of Certain DWS Employees (No New hires) S3 - Pay Rate from HRE System & Manually entered Recurring Payment for Judges and Elected Officials S4 - Not Used	General Pay Plan, Step #, Retirement Code, Job ID Employee Step # and General Pay Plan Employees with Retirement Code 092 Employee Step 00 and Pay rate & Job Id for Judges and Elected Officials
No Comparable Field	No processing of this HRE data (See Work Schedule Rule)	Full Time/Part Time